

CITY OF TUALATIN

Classification Description

Job Title: Engineering Technician I
Department: Engineering
Reports To: Civil Engineer
FLSA Status: Non-Exempt

SUMMARY: Performs engineering work of a technical nature, which includes construction inspection, drafting, and engineering calculations. A review civil engineering projects under the supervision of a professional engineer; does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Inspects public works construction projects for compliance with plans/specifications and City codes. Contacts and confers with private contractors and individual property owners regarding construction work being performed in the public rights-of-way. Inspects for condition of streets and other public improvements. May issue or process public works permits.

Drafts and copies various City and special purpose maps. Maintains notes, records and details for as-built construction drawings.

Reviews the development and presentation of privately engineered plans and specifications for a variety of privately financed public works construction.

May assist in the design and preparation of plans, cost estimates and specifications for public works projects including water, sanitary sewers, storm drains, streets, and other similar construction.

Answers public inquiries concerning existing public facilities, traffic counts and projections, addresses, tax lot numbers and construction restrictions and requirements. Answers public complaints about construction related problems (streets, lights, drainage, etc.).

Drives to job sites, city facilities, vendors, training programs, and local and regional meetings as necessary.

SUPERVISION: Supervision of other employees is not a normal responsibility of this position.

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.

Professionalism - Responds to and approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.

Safety and Security - Observes safety and security procedures.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Computer Skills: Ability to operate a personal computer and related software.

Certificates, Licenses, Registrations: Possession of, or the ability to secure possession of, a valid Oregon driver's license.

Other Skills, Abilities and Qualifications: Reasonable knowledge of the following (depending on the specific assignments, reasonable knowledge of more than one of these areas may be required): Practices and procedures of construction and inspection work; and drafting and blueprint reading.

Ability to use field and office engineering instruments including surveying equipment. Ability to sketch, trace and draw maps and plans. Ability to read and interpret construction plans and specifications. Ability to apply proper inspection techniques to obtain specified construction defined by City requirements and contract award. Ability to perform technical computations. Ability to follow oral and written instructions. Ability to establish and maintain effective working relationships with the public, other agencies and other employees. Ability to organize time and work on many projects simultaneously.

EDUCATION and/or EXPERIENCE: Associates degree in Engineering Technology or related field or equivalent education plus one year of progressively responsible experience in engineering technology which would include drafting, inspection and survey work preferably in a municipality or county. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit; climb or balance and stoop, kneel, crouch, or crawl. The employee occasionally needs to walk on uneven, slippery terrain. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; fumes or airborne particles and risk of radiation. The noise level in the work environment is usually moderate to loud.